## Loudoun County Circuit Court P.O. Box 550 Leesburg, VA 20178 703-777-0270 (press 6, press 3)

## **PAYMENT CONTRACT**

Defendant:	Case #		
Address:	Total I		
		(At time of contract) (required)	
Phone Number: Payment Terms: A good faith down payment is 1		yment plan.	
Each payment will be in th	the day of each mont ne amount of and w the form of cash, check or n n	rill continue until paid in	
PENALTIES FOR Payments are due as specified ab manner (i.e. late payments, no pa	5	payment plan in any	
<ol> <li>Immediate suspension of y full.</li> <li>Reporting your case to coll 3. Interest will accrue on the 4. Contract will be void and r court.</li> <li>NOTE: A separate payment mu will presume you have defaulte payment one month and then s I do hereby certify that I have the understand the penalties should apprise the Court of any change of payments will be made. I also un mentioned penalties.</li> </ol>	lections. unpaid balance. no further payment plans with the received each and each on your payment plan. skip a payment the next. e means to comply with the rest of address occurring during	very month or the court You cannot double up a (initials) terms of this plan and I further certify that I will the period when	
Defendant's Signature	Date		
// Date	Deputy Clerk,	/Notary	
STATE OF □CITY ACKNOWLEDGED, SUBSCRIBED		To Wit:	
Date Notary Public Copy handed to Defendant	c My Commission Exp	ires Registration #	

## Methods of Payment Accepted by the Loudoun Circuit Court For Fines and/or Costs

**Location**: Loudoun County Circuit Court

18 E. Market Street, File room

Leesburg, VA 20176

Phone: 703-777-0270 (press 6, press 3)

Hours: Monday - Friday 8:00 a.m. to 4:00 p.m.

Methods of Payment:

1. Cash

## 2. Personal Checks\*

Your name and address must be pre-printed on the check by your financial institution. (No starter checks or counter checks accepted). Address on the check must be the same as the address on your identification.

Make checks payable to the Clerk of the Circuit Court

3. Money Orders, Cashier's check and Certified Checks.

Make checks/money orders payable to the **Clerk of the Circuit Court.** 

\*Personal checks will not be accepted from anyone or on anyone's behalf, who has been convicted of any type of fraud, pursuant to 19.2.353.3 of the Code of Virginia, as amended:

Such as: Check/Credit Card fraud or forgery

**Embezzlement** 

Obtaining Money/Property under False Pretense

**Prescription Fraud** 

Grand Larceny Check/Credit Card

Other Information:

- 1. Include your case number on/with the payment.
- 2. Payment must be received by the Court on or before the due date to avoid any penalties.
- 3. If paying by mail, a self addressed stamped envelope is required if a returned receipt is requested.
- 4. If paying by mail, please send payments to:
  Loudoun County Circuit Court
  P.O. Box 550
  Leesburg, VA 20178